



# MI HR Self-Service Bulletin

**TO:** MI HR Service Center, DIT Client Service Center, & Agency Self-Service Coordinators  
**FROM:** Office of HR Operations

**DATE:** March 17, 2006

**TOPIC:** Emergency Contact Cell Phone Numbers: Where to put them?

## Location in Self-Service & Other Resources

MI HR Self-Service Account >> Employee >> Personal Information >> Emergency

## Details

Employees may want to add a cell phone number in addition to both a Home and Work phone number on their Emergency Contact listings. We recommend using Address Line4, as in the example on the right. Insert the word "Cell" before entering the number.

emergency contact

<b>First Name</b>	<input type="text" value="MYA"/>	
<b>Last Name</b>	<input type="text" value="FRIEND"/>	
<b>Relationship</b>	<input type="text" value="NEIGHBOR"/>	
<b>Home Phone Country Code</b>	<input type="text"/>	
<b>Area Code &amp; Home Phone</b>	<input type="text" value="517-123-4567"/>	
<b>Work Phone Country Code</b>	<input type="text"/>	
<b>Area Code &amp; Work Phone</b>	<input type="text" value="517-891-0111"/>	<b>Ext.</b> <input type="text" value="21314"/>
<b>Address</b>	<input type="text" value="1616 17TH STREET"/>	
<b>Line2</b>	<input type="text"/>	
<b>Line3</b>	<input type="text"/>	
<b>Line4</b>	<input type="text" value="CELL 517-181-9202"/>	
<b>City</b>	<input type="text" value="LANSING"/>	
<b>State or Province</b>	<input type="text" value="Michigan"/>	
<b>Postal Code</b>	<input type="text" value="48912"/>	
<b>Country</b>	<input type="text" value="UNITED STATES"/>	

Once added, the list entry looks like this:

[change](#) [delete](#) MYA FRIEND NEIGHBOR  
517-123-4567 (Home)  
517-891-0111 Ext. 21314 (Work)  
1616 17TH STREET  
CELL 517-181-9202  
LANSING, MI 48912  
UNITED STATES